



***State of Washington  
Department of Transportation  
Notice to Consultants  
Subsurface Utility Engineering Services***

Washington State Department of Transportation solicits interest from consultants interested in submitting a Statement of Interest to provide subsurface utility engineering services as shall be necessary for the preparation of complete construction plans, specifications, and estimates on a state wide basis on projects selected by WSDOT.

**Project Description**

The selected consultant must be able to perform the following:

- Both the designating and locating phases of subsurface utility engineering. Designating means to indicate the presence and approximate horizontal location of underground utilities utilizing the application and interpretation of surface geophysical techniques, which include, but are not limited to, electromagnetic, magnetic, and elastic wave methods. Locating means to characterize a utilities' spacial position, composition, condition, size, and other data that may be reasonably obtainable about the utility and its surrounding environment through its exposure by non-destructive excavation techniques, such as air/vacuum extraction.
- Transmitting the subsurface utility data in a format compatible with the WSDOT computer-aided drafting and design (CADD) system.

- **Survey Data:** Survey data shall be collected using WSDOT methodologies and survey codes as defined in the Highway Survey Manual (M22-97) and Standard Survey Codes and all applicable professional surveying practices.

All primary survey control shall be established using Washington State Plane (NAD 83/91) and North American Vertical Datum of 1988 (NAVD 88) in English units. Primary control shall be transformed to project datum by applying the appropriate combined correction factor (scale factor, elevation factor). All secondary control and topography work shall be done on the Project Datum.

- **Roadway Design Files:** The WSDOT supported version of CAiCE, current at the date of execution of the consultant agreement, shall be used for all roadway design data work. If WSDOT upgrades to a newer version after the date of execution, the consultant, at their discretion, may use the more current WSDOT supported version. WSDOT Custom Fragment Files shall be used where applicable. WSDOT Standard Feature Codes shall be used for all design work. All CAiCE files shall be prepared using Project Datum as defined in the Survey Data section above.
- **Computer Aided Drafting Files:** Computer Aided Drafting (CAD), files shall be prepared using WSDOT methodologies and standards as defined in Plans Preparation

Manual (M22-31). CAD files shall be prepared using a Project Datum as defined in the Survey Data section above.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of Firms on Team;
- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- Firm's Project Management System (Prime Consultant Only); and
- References/past performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

### **Submittals**

Consultants are invited to submit their RFQ at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (If charts and/or graphs are utilized text must be readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFQ on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- Completed Performance Evaluations for the Prime Consultant Only;
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement.

All submittals are deemed public records as defined in the Revised Code of Washington (RCW) 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your submittals, whether mailed or hand-delivered, **must arrive at the following address no later than 5:00 pm on Thursday, July 18, 2002:**

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

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